



TECHNICAL BULLETIN
Community Development & Planning, Building Inspections
TOPIC:
Temporary Certificate of Occupancy (TCO)
November 30, 2011

This Technical Bulletin contains detailed information on relating to Temporary Certificates of Occupancy (TCO), eligible situations and how to apply. A building project being supervised by a building permit may be eligible for a TCO. The Construction Chapter provides that the "Building Official may issue a TCO for the use of a portion or portions of a building, structure, or site prior to the completion of the entire building, structure or site improvements but only if that portion or portions can be occupied safely. The Building Official shall set a time period during which the temporary Certificate of Occupancy is valid."

In order for a request for a TCO to be considered the following must have taken place:

1. An application for Certificate of Occupancy has been filed by the future tenant of the building/space.
2. The fire department has approved the fire department Certificate of Occupancy (CO) inspection.
3. The building final inspection has been requested by the general contractor and performed, has "failed" and a listing of deficiencies (items to be corrected) has been provided to the contractor by the building inspector. This listing of deficiencies cannot include any life safety items. All fire sprinkler, fire alarm, fire suppression systems must be approved by the fire department. All building code health and life safety requirements related to egress, stairs, steps, railings, etc. must be completed and approved by the inspector.
4. The registree for the general contractor (or his authorized agent) and the CO tenant must both complete and sign the request for the TCO (2nd page) and submit to the Building Official. Signatures of individuals that are not on file with the City of Arlington will not be accepted.
5. The Building Official will cause the request for the TCO to be reviewed within 24 to 48 hours. If the Building Official finds the request to be reasonable, a TCO will be issued with an expiration date listed. TCO requests received on a Friday preceding the weekend cannot be processed in time to issue the TCO for the weekend.
6. It is the responsibility of the general contractor and the tenant to follow through with the completion of the items and requests for inspections in order to "Final" the building permit and issue the permanent CO prior to the expiration of the TCO.
7. The holder of the TCO may not operate the business without a valid TCO or a valid CO.

Date:

To: Building Official of the City of Arlington
Subject: Request for a Temporary Certificate of Occupancy
Property Address:

I/we request consideration for a *Temporary Certificate of Occupancy* through _____ to permit completion of certain items required by City of Arlington Code of Ordinances. Listed below are items that must be completed in order for the permanent *Certificate of Occupancy* to be issued:

I understand that if the items listed above have not been completed by the date listed above that the *Temporary Certificate of Occupancy* will then be considered null and void and that I can no longer operate my business without a valid Certificate of Occupancy.

CO Tenant (Print Name)	CO Tenant (Signature)	Phone Number/email
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If any of the items listed above are items that will prevent final approval of a building permit for the same property, the general contractor is required to sign this request and acknowledges that the building permit will not be final approved until all applicable permit items are completed and verified by the appropriate inspections.

General Contractor (Print Name)	General Contractor (Signature)	Phone Number/email
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STAFF USE ONLY DO NOT WRITE BELOW THIS LINE

TCO Approved by: _____ Date: _____